SIEMENS

SIOS

SP

Maintenance Protocol

Customer:	
Address:	
Department:	
Room:	
Contact person:	
Telephone:	
Cust. specific no.:	
Customer no.:	

The Maintenance Instructions
SPR1-130.831.11.01.02
are required for this protocol

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English
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Doc. Gen.Date: 08.02
Replaces: n.a.

Information regarding the maintenance protocol

SIEMENS office:	
Address:	
Region:	
Country:	
Contact person:	
Telephone:	
CSE in charge:	
Telephone:	

Information regarding the maintenance protocol

The maintenance protocol serves as a quality record of the maintenance performed

Maintenance must be performed in the prescribed intervals.

The maintenance results must be entered in the maintenance protocol.

The page numbers in the check list at the end of the protocol refer to the corresponding pages in the associated maintenance instructions (refer to the cover sheet).

The maintenance protocol must be completely filled out by the CSE in charge.

In other words,

- All fields must be completed. If a field does not apply to the system or if there is no information to be entered, enter 'n.a. ' in the field.
- The customer number must be entered in the header of every page (CSE No.) so that every page is assigned to a customer.
- In case of complaints, enter IVKs for the component as well as the type of complaint in the 'Open points' table provided. Record the open items in the table with the date and signature. Correction of these open points should also be documented in this table along with the date and signature. If there are no open points, draw a line through the entire table and enter the date/initials.
- Enter the values measured during the maintenance in the space / table provided.
- After completing the maintenance, fill out page 3 of the protocol and sign it.

Processing and archiving the maintenance protocol:

The maintenance protocol is considered a record and must be archived. It must be filed after completion of maintenance in the corresponding Register of the Maintenance binder. If necessary, a copy should be distributed to the customer.

System Status:	
System:	
Ser.No.:	
Software Version:	
Maintenance contract no.:	
Type of contract:	

The equipment has no problems Results of the image quality test showed no deviations from the required reference values.	☐
The equipment has minor problems that do not restrict its use. However they should be corrected as a preventive measure. Results of the image quality test showed no deviations from the required reference values.	☐
The equipment has major problems. For safety reasons, the equipment may not be used until the problem has been resolved.	☐

Location	
Date	
Name of CSE	
Signature	

Performed tasks

Date:			
Performed tasks:	OK	not OK	n.a.
	☐	☐	☐
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Open points

Yes ☐ No ☐

IVK	Component	Open Points	Solved	
			(Date)	Signature

Explanation of the acronyms:

Abbrev.	**Explanation**
SI	Safety Inspection
SIE	Safety Inspection Electrical Safety
SIM	Safety Inspection Mechanical Safety
PM	Preventive Maintenance
PMP	Preventive Maintenance Preventive Parts Exchange, External Inspection, etc.
PMA	Preventive Maintenance Adjustments
PMF	Preventive Maintenance Function, Operating-Value Check
Q	Quality Check
QIQ	Quality Check Image
QSQ	Quality Check System
SW	Software Maintenance

Measurement devices

Please enter all measuring devices used for maintenance in the table.

Measurement Devices	Type	Serial No.	Date of use	Calibrated until

Maintenance Protocol

Cust.-No.:

		OK	not OK	n.a.	Page
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			OK	not OK	n.a.	Page
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